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8 May 1987OL  
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MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 May 1987

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3. Representatives of the Offices of Medical Services (OMS), Security (OS) and Personnel are meeting monthly to analyze employee assistance cases of common interest. This close coordination is improving our handling of those cases.

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6. On 1 May 87 took beneficial occupancy of the first floor computer center in the New Headquarters Building.

ALL PORTIONS SECRET

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8. During the past week, Robert D. Williams, Vice President of TKW, and Frederick Wang, President of Wang Laboratories, both agreed to serve on the Industrial Advisory Board being formed by the Director of Information Technology.

9. On 5 May 138 people attended the reception to commemorate the 100th running of the Midcareer course. Among the honorees were two members of Midcareer Class No. 1, [redacted], and "Mr. Midcareer," Charles Briggs. Mr. Briggs spoke to every class except the first one.

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11. A representative from the Department of Education (DOE), Wanda Savage, has requested a briefing from OTE's Secretarial Training Branch. Ms. Savage noted that at the Office of Personnel Management training program commemorating Professional Secretaries Week, the Agency's secretarial training program was cited as being one of the best in government. DOE is planning to institute a secretarial program patterned after ours.

12. OTE is exploring with representatives of Central Texas College the feasibility of offering a two-year associate's degree program for Agency secretaries. Similar approaches are being explored with other institutions.

13. Student demonstrators greeted Agency recruiters in Minnesota and Ohio, but all interviews were conducted as scheduled. Our Cincinnati recruiter, on the other hand, was met at Westshore Community College by the college president, faculty and students, who presented him with a cake and a "welcome CIA" banner.

14. Central Travel Services has reduced the processing time for travel accountings by four days during the past two months. This is in keeping with the steady reduction in processing time for travel accounts during the last 11 months.

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[redacted]  
William F. Donnelly

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7 May 1987

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MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 6 May 1987 [Redacted]

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1. Events of Major Interest That Have Occurred During the  
Preceding Week:

a. On 30 April, OL representatives met with Ogden-Allied Representatives in New York to review the second quarter award fee evaluation. The Government Evaluation Board established the award as 95 percent citing superior performance during February's snow storm, continued excellence in operations and security performance, but a decline in custodial performance in public areas. [Redacted]

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b. To highlight the recent upgrade of the Headquarters Power Plant and to emphasize that, in addition to emergency electrical power, chilled water and steam are also generated at the Plant, OL has changed the name of the power plant to the Central Plant. This name is more consistent with current commercial and industrial terminology. [Redacted]

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\* c. On 30 April, OL personnel initiated a relocation of the Headquarters Main Reception activity to the Route 123 Visitor Control Center. Also, a portion of Polygraph Division, OS, was relocated to the former Headquarters main reception area. [Redacted]

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d. OL reports that drawings have been submitted to Fairfax County for approval to obtain a building occupancy permit for [Redacted] first floor. A representative of Safety Division, OMS, is working with County representatives to expedite the approvals process, but it is unlikely that the permit will be issued this week. [Redacted]

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e. The Office of Training and Education (OTE) is now the sole occupant of the Chamber of Commerce Building. OL reports that a contract was awarded and construction began on 4 May to complete renovations of the ground, first, and second floors required to meet Agency and OTE standards. [Redacted]

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f. The Chairman of the Directorate of Intelligence Desktop Publishing Task Force requested OL representation as part of a cooperative effort to properly utilize desktop publishing Agency-wide and to assure that all aspects of this growing office technology are addressed. [ ]

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g. OL reports that construction has begun on [ ]  
Section 2, [ ]. This structure will  
have two levels with 75,000 square feet of space per level. The  
contractor has begun pouring concrete footings for the building  
columns. [ ]

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m. On 28 April, OL released a presolicitation notice and draft specification to 71 potential bidders in support of the Network Workstation Acquisition under the Office of Information Technology (OIT). In an effort to promote the Agency integration of host and terminal/workstation capabilities, existing terminal systems will be augmented and replaced by network capable workstations providing local processing capabilities. The release of a Request for Proposal for Network Workstations is anticipated within 90 days. [ ]

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~~AA~~ n. On 1 May, OL took beneficial occupancy of the first floor computer center in the New Headquarters Building. Punch list items remain to be cleaned up. [redacted]

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o. On 1 May, the Bid Package 1 contractor began excavating for a suspected leak in the southside chilled water line installed under his contract. At approximately 1800 hours, the pipes were reached and there was evidence of obvious water leakage. Repairs will be made and the line tested. [redacted]

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q. OL reports that a contract has been negotiated and definitized with the MITRE Corporation for systems engineering and technical support of the SKYLINK satellite communications network. The contract is in the amount of \$490,208 and the period of performance will run through 31 December. [redacted]

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r. From the Director of Logistics, "You Can't Have a Future Without a Past." See attached. [redacted]

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2. Significant Events During the Coming Week

OL reports that the [redacted] received a priority requirement from the [redacted] DO, for 50 industrial sewing machines. This materiel will be packaged for a special flight scheduled to depart [redacted] 12 May destined for [redacted]

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*Dev* John M. Ray

Attachment

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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD  
ENDING ~~29 April~~ 1987

*4 May*

I. Status of Tasks Assigned by Senior Management:

NONE

II. Major Events That Have Occurred During the Preceding Week:

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Information Technology reported successful tests were achieved after expending many hours trouble-shooting and eventually correcting the problem. [redacted]

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G. The Forms Manager, <sup>OL</sup>~~Supply Management Branch, Supply Division~~, met with the Agency Forms Officer, Information Resources Management Division, Information Management Branch, Office of Information Technology (IRMD/IMB/OIT), on 1 May to discuss new standard forms issued by the Information Security Oversight Office ~~to protect~~ magnetic media and other media. These six labels (Top Secret, Secret, Confidential, Classified, Unclassified, and Data Descriptor) will be available through the Federal Supply Service in late May. The Agency Forms Officer is examining Office of the DDA instructions to stock these forms in Agency Supply Rooms in light of the availability of Agency Forms 4306, 4307 and 4308. There are 1.5 million of these labels currently on hand or on order. [redacted]

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L. On 29 April 1987, two representatives from the Data Control Branch, Supply Division, met with Office of Information Technology programmers that support the Agency Standard Automated Property System (ASAPS) database. The purpose of the meeting was to address the feasibility of several suggested enhancements as well as to try to resolve some outstanding minor discrepancies. [REDACTED]

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M. On 30 April 1987, two representatives from the Data Control Branch, Supply Division, met with an individual from the Data Base Management Branch (DBMB) for the General Accounting System (GAS) to discuss procedures for B&F offices to use in dealing with funded 88s for 914 purchases. Also in attendance were the Inventory Control System (ICS) programmer, representatives from CLB/B&F, OL/B&F and [REDACTED] B&F--the later three to explain how they deal with that type of action. The GAS DBMB will write up instructions for the B&F offices after analyzing the information from this meeting.

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### III. UPCOMING EVENTS:

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IV. MANAGEMENT ACTIVITIES and CONCERNS:

None

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C O N F I D E N T I A L  
PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 5 May 1987

1. Status of Tasks Assigned by Senior Management:

Coopers and Lybrand (C&L) Implementation:

NO The Chairman, CONIF/Contract Data Working Group, presented the preliminary findings and recommendations relating to their initiatives. Final submission of the Group's report was due 1 May 1987.

2. Major Events That Have Occurred During the Preceding Week:

a. Meetings:

NO (1) Procurement Management Staff (PMS), OL, representatives, along with the Chiefs of the Office of Research Development, DS&T, and the Data Communications Group, OD&E Contracting Teams, met with the President of Desktop Systems, Inc. to discuss the use of automated tools in the management of program information.

NO (2) Chief, CONIF attended a meeting involving another attempt to resolve the Line/Detail problem between Inventory Control System and CONIF. It appears as though a resolution is near.

b. CIA Contracting Manual (CCM):

NO  PMS/OL, continued to merge the classified and 25X1 unclassified databases of the CIA Contracting Manual for release to senior contracting officers for final review prior to submission for approval to publish by the Director of Logistics.

c. CONIF Activity:

NO (1) CONIF input 234 contracts and 88 amendments during the preceding week.

(2) The new "a" method of procurement has been added to the test database and should be moved over to production next week.

(3) Work continues on a long-standing problem of amendments that are deobligating money and reducing the value of the contract.

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for the Week Ending 5 May 1987

d. Training:

(1) The individual training records for all procurement personnel were updated.

(2) Several FOIA requests requiring immediate action were received and acted upon.

(3) The proof copy of the Procurement Training Manual was received from Printing and Photography Division, OL.

e. Agency Contract Review Board (ACRB):

PMS/OL reviewed seven ACRB dockets with a cumulative dollar value of \$6,456,372.

3. Upcoming Events:

None of a significant nature.

4. Management Activities and Concerns:

None of a significant nature.

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ACRB ~~WAS~~  
COMPLETED  
ITS ACTION,  
INCLUDE  
THIS  
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C O N F I D E N T I A L

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LOGISTICS OPERATIONS CENTER WEEKLY REPORT  
FOR PERIOD ENDING 2 MAY 1987

1. Status of Tasks Assigned by Senior Management:

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NO

NO

YES

YES

2. Major Events That Have Occurred During the Preceding Week:

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YES

YES

NO

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Page 3

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NO

i. Personnel from the Classification, Repair and Disposal Section, [ ] pulled an additional 25X1  
 sixty-nine typewriters, all other than IBM correcting selectrics,  
 for delivery to the Pickett Street facility for disposition through  
 the General Services Administration (GSA). These typewriters had an  
 acquisition value of \$69,678. In addition, another \$104,000 worth  
 of miscellaneous communications equipment was also sent to the  
 Pickett Street facility also for disposition through GSA. [ ] 25X1  
 [ ] 25X1

NO

j. Personnel from the ~~Classification, Repair and Disposal~~  
~~Section (CR&DS)~~, [ ] met with the <sup>OL.</sup> 25X1  
 General Services Administration (GSA), Property Reutilization  
 Division, on ~~Thursday, 30 April, 1987.~~ Purpose of the meeting was to  
 discuss methods for disposition of a Photographic System declared  
 excess by the National Photographic Interpretation Center (NPIC).  
 This equipment, which has a value of \$2,900,000, was previously  
 dismantled and removed from NPIC facilities and is currently being  
 stored at [ ] in two storage trailers. Because of bulk of 25X1  
 equipment, GSA did agree to store the equipment in Building A while  
 the system is advertised. [ ] 25X1

3. Upcoming Events *Angela*

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4. Management Activities and Concerns.

None

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None



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OL/NBPO WEEKLY REPORT - PERIOD ENDING 6 MAY 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

*NO* The New Building Project Office, OL, will conduct tours of the New Headquarters Building for the Director of Logistics on 8 May 1987 and for the Deputy Director for Administration on 11 May 1987. STAT

2. Major Events that Have Occurred During the Preceding Week:

*NO* a. The New Building Project Office (NBPO), OL, responded to a telcon request on 30 April 1987 from the Office of Public Affairs (OPA) for an 8x10 aerial photo of the New Headquarters Building. A representative from OPA selected a photo from NBPO on the following day. STAT  
STAT

*NO* b. A memo to the Assistant Director, Liaison, Office of Finance, was sent from New Building Project Office, OL, on 1 May 1987, through Budget and Fiscal Branch, OL, requesting payment to Fairfax County of \$57,545.83. The request was in response to an invoice received on 27 April for work being performed at the Fairfax County Pumping Station adjacent to the Headquarters compound. The pumping station is being expanded to serve the increased Agency population associated with the New Headquarters Building. The invoice covers the Agency's share of the project, including administration fees and contingencies, as agreed to in a funding agreement between the Agency and the Fairfax County Board of Supervisors in October 1984. Additional costs, or a refund, may be incurred depending on the final cost of the project, which is scheduled for completion this summer. STAT

*YES NO* c. ~~In response to a request from the Chief, Budget and Fiscal Branch, OL,~~ The New Building Project Office, OL, has reviewed the projected budgetary requirements of the site monitors, and determined that no surplus funds can be identified at this time. Site monitor costs are expected to escalate during the remaining months of FY-87 due to anticipated overtime requirements by the builder, additional site monitors coming onboard, and additional work hours being imposed upon the existing work force. STAT

*merge w/d. NO on draft* d. ~~On 1 May 1987, the Agency took possession of the Route 123 Visitor Control Center (VCC).~~ Some punch list items ~~still~~ remain. The Bid Package 4 contractor is working on a change order for the construction of a bus shelter and sidewalk behind the ~~123~~ VCC. STAT

*NO Yes* e. The Virginia Department of Transportation (VDOT) field inspector for the Route 123 realignment project reported that there were no major disruptions to the Route 123 construction site as a result of the 27 April demonstration. ~~Prior to the demonstration, there was some~~ STAT

*Handwritten:* 1. INCLUDE NEXT WEEK

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~~discussion about removing the site surveying stakes.~~ The survey stakes were not removed before the demonstration and they were not disturbed by the demonstrators. <sup>only reports</sup> The only apparent impact of the demonstration on this project was the loss of one day's work. [redacted] STAT

NO f. On 4 May 1987, gas turbine generator No. 7 was run for the first time since its recently repaired compressor was reinstalled. All of its sub-systems were checked out and the unit actually carried load for a short time. Additional tests will be conducted this week. After successful completion of the tests, the generator will be turned over to the Agency. At that time, the new emergency generating system will be complete. The New Building Project Office, OL, is working with Facilities Management Division, OL, to develop procedures and schedule a full-scale power test for the Headquarters compound. This test would include a total controlled outage. [redacted] STAT

Yes g. On 1 May 1987, <sup>OL</sup> the Agency took beneficial occupancy of the first floor computer center in the New Headquarters Building. Punch list items remain to be cleaned up. [redacted] STAT

Yes h. On 1 May 1987, the Bid Package 1 contractor began excavating for a suspected leak in the southside chilled water line installed under his contract. At approximately 1800 hours, the pipes were reached and there was evidence of obvious water leakage. However, <sup>OL</sup> ~~he~~ <sup>was</sup> not able to ascertain the exact location of the leak ~~because the pipe was damaged by the backhoe during the excavation.~~ <sup>due to</sup> Repairs will be made and the line ~~is to~~ be tested on 6 May 1987. [redacted] STAT

### 3. Upcoming Events:

None.

### 4. Management Activities and Concerns:

None.

[redacted] STAT  
Chief, New Building Project Office

D/OL  
C/FMD/OL

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 5 May 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

2. Major Events That Have Occurred During the Preceding Week:

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SUBJECT: Real Estate and Construction Division Weekly Report  
for Period Ending 5 May 1987

3. Upcoming Events

4. Management Activities and Concerns:

None.



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